

The Pipeline

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March 19, 1999

Open Forum on Building Safety Set for March 24



A town meeting on building safety will be held March 24 for all employees working in the Health Services and Human Resources Buildings. The forum will be held at 9 a.m. and again at 1:30 p.m. in the Health Services auditorium, and will focus on recent bomb threats.

Special Agent Don York of the Bureau of Alcohol, Tobacco and Firearms, Louisville Field Division, will discuss the federal government's procedures for handling threats to safety, including bomb threats. York has been with ATF since 1987. He is a past member of ATF's Midwest National Response Team and is a certified explosives specialist.

Several other officials will also be available to address employees' concerns and answer questions on building safety. Ron Padgett, Director of the Division of Emergency Management, will discuss his division's role in working with employees to develop emergency response plans, and Armond Russ, Commissioner of the Department for Facilities Management will discuss his department's work on "building hardening," the process of creating a secure building.

A representative of the Kentucky State Police will discuss KSP's role, and Cindy Jamison of the federal Government Services Administration in Louisville will discuss building hardening steps taken by the federal government.

To avoid overcrowding, employees who work in the Health Services Building and on the first two floors of the Human Resources Building are asked to attend the 9 a.m. meeting. All others are asked to attend the 1:30 p.m. meeting. Of course anyone who is unable to attend at the assigned time will be welcome at either meeting.

Donated Sick Leave Needed

Jean Herrell of CFC's Procurement Branch will be on medical leave for approximately six weeks, and needs donated sick leave. Please contact Charlene Nation at 564-7770 to donate time.

Susie Miller, an employee of CFC's Community Based Services in Paducah, also needs donated sick leave. She has been on medical leave for back surgery since January. To donate time, contact Gary Brooks at 502/572-1638.

Terroristic Threatening: A Serious Crime

By Andrew Bland, CFC Facilities Management Branch

Without a doubt, we have all grown weary of the bomb threats that have plagued the Human Resources Building. Each bomb threat call, thankfully, has been a hoax; nevertheless, we must seriously address each bomb threat by quickly and safely evacuating the building.

State and local authorities are making every attempt to identify the bomb threat caller. When the caller is identified, he or she will be charged with terroristic threatening.

According to state law (KRS 508.080), terroristic threatening occurs when a person threatens to commit any crime likely to result in death or serious physical injury to another person, or when his or her action is likely to result in substantial property damage to another person. This crime also is defined as intentionally making false statements for the purpose of causing evacuation of a building, place of assembly or facility of public transportation. Terroristic threatening is a Class A misdemeanor, which is punishable by a \$500 fine and/or one year in jail.

It is important for every employee to cooperate when asked to evacuate the building. If you see anything suspicious on your way out, please report it to the floor monitors.

April Child Abuse Prevention Month

Blue ribbons will be displayed and worn throughout April as a visible symbol of the victims of child abuse, and Blue Ribbon Day at the Capitol on April 1 will kick off activities marking Child Abuse Prevention Month.

April is National Child Abuse Prevention Month, as it has been since 1983, and Gov. Paul Patton has also proclaimed April to be Child Abuse Prevention Month in Kentucky. State and local promotions to increase public awareness of child abuse and neglect will continue throughout April, including promotions sponsored by the Cabinet for Families and Children.

The blue ribbon campaign was started by Bonnie Finney, a Virginia grandmother, in memory of her grandson who died as the result of child abuse. She chose blue to represent the "battered, bruised bodies" of her grandchildren, Finney said.

CHS MARS Training



By Barbara Rutledge, CHS Office of Program Support

The Cabinet for Health Services is currently preparing a schedule for training CHS MARS Stakeholders in the new MARS software. If you have been identified as a Stakeholder, you may be scheduled for one of the following types of training:

Computer Literacy Training: End-users who possess even the most basic PC skills will not be scheduled for this training. This training is for Stakeholders who have never used a computer, or have used only a mainframe terminal.

Computer-Based Training: The purpose of this training is to become familiar with the actual MARS software. Every Stakeholder will be required to complete this **PC-based tutorial**. The tutorial takes about six hours to complete. You can complete the tutorial at your own pace, in several sessions if you wish. For some stakeholders, this is the only training that will be required.

Instructor-Led Training: This training consists of classroom-based courses that will cover specific functional areas in MARS, such as Budget and Cash Control, External Vendor Payment, Budget Execution, or Fixed Assets. Stakeholders will attend only those courses that relate to their job duties.

Not all Stakeholders will be required to take these Instructor-Led Training courses. Each Cabinet has been assigned a limited number of slots for each course in this initial round of training. You will be contacted if you are scheduled for one or more of these courses.

For questions regarding **CHS MARS training**, contact James Driver, CHS MARS Training Lead at 564-2781 or John Bailey, CHS MARS Co-AIL at 564-2772 x153.

For questions regarding **CFC MARS training**, contact Kelly Staples at 564-1493, Randall Hancock at 564-3440, or Angie Tingle at 564-0503.

Retirement Receptions

A retirement Reception for Betty Gilbert, child support trainer, will be held on March 26th at 2:30 at the First City Complex. Everyone is invited.

Everyone is also invited to attend a retirement reception for Edie Crews Starcher of the Division of Adult and Child Health, March 29 from 2-4 p.m. in the Health Services boardroom. If you would like to contribute towards a gift and/or refreshments, contact Janet Luttrell, Regenia Kaselow, or Lois Robinson at 564-7996.

CFC Timekeepers Train on MARS

MARS is scheduled to be implemented July 1, and timekeepers in the Cabinet for Families and Children will soon begin training on the new system.

Jim Looney of the Personnel Cabinet will train a selected group of CFC timekeepers May 11, 1-3 p.m., in the Health Services auditorium. The group will include two timekeepers from each service region and selected staff from central office. Those timekeepers will then be responsible for training all remaining timekeepers, as well as all other employees and supervisors, in their respective regions or offices.

Each Service Region Administrator (SRA) must select two timekeepers to attend the May 11 training. The selected timekeepers' names, addresses and phone numbers must be submitted to Ronnie Dunn, manager of Employee Services, no later than April 16. Employee Services will name the central office timekeepers selected for initial training.

"The critical nature of this training cannot be over-emphasized," Dunn said, "employee paychecks depend on it!" For more information, call Ronnie Dunn at 502-564-7770.

CFC Accreditation: Quality Improvement Plan Basis of Process



The Feb. 5 issue of Pipeline reported that CFC's Division of Protection and Permanency has voluntarily requested accreditation from the National Council on Accreditation of Services for Families and Children. Before the division can become nationally accredited, it must develop and implement a Continuous Quality Improvement process.

Continuous Quality Improvement (CQI) differs from traditional Quality Assurance in that all employees look at their activities and create their own action plans for quality improvement.

A group of frontline and central office staff has worked over the past year to develop a CQI plan for Protection and Permanency. The group has been assisted by Dr. Fotena Zirps, a consultant who has also worked with other states on their plans. Kentucky's plan is now "as near perfect as anyone could find," Dr. Zirps said.

Kentucky will derive a number of benefits from becoming nationally accredited, including increased credibility when seeking funding. Accreditation will also identify the agency as one in which all participants, staff as well as service recipients, can have confidence. The accreditation process is a thorough, comprehensive, and objective review of the division's practices, and will result in clearly established standards of service. These standards will guide workers and increase program effectiveness.

Health Grant Promotion: Folic Acid Combats Birth Defects

By Gil Lawson, CHS Communications

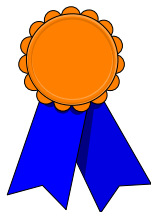
The Department for Public Health has received a \$120,000 federal grant to promote the use of folic acid, a B vitamin found in green leafy vegetables, citrus fruits and juices, asparagus and liver. Folic acid helps to prevent certain birth defects called Neural Tube Defects, including spina bifida. Because it's difficult to get enough folic acid through diet alone, it's recommended that women who are capable of becoming pregnant or planning a pregnancy take a daily multi-vitamin supplement that contains 400 micrograms of folic acid.

Women who have had a child with a Neural Tube Defect are 10 to 15 times more likely to have another child with a Neural Tube Defect. Folic acid can help prevent such defects if it is consumed before and during the first three months of pregnancy. With the grant, it will be easier to identify women who have had a child with a Neural Tube Defect.

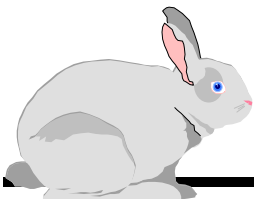
The grant will be used to improve the Birth Surveillance Registry, and the hospital reporting system for providing information on children with birth defects. The registry collects data on births to help plan and provide services to families, as well as educate them about the risks of birth defects. Information is collected about birth defects and other disabling conditions for all children from birth to age 5.

The incidence of Neural Tube Defects, including spina bifida, is an estimated 1 per 500 births in Kentucky, compared to a national rate of 1 in 1,500.

CFC Employees of the Month



CFC's Employees of the Month for March will be announced March 25 at 9 a.m. outside the secretary's office. Nominations are due by the 15th of each month. For more information, or to submit a nomination, contact Charlene Nation of the Employee Services Branch, CHR-5, phone 564-7770. She will also accept nominations sent by e-mail.



Happy Spring!

March 20 was the first day of spring.

Central Office Notes and Activities



- ◆ The **aerobics program** meets every Tuesday and Thursday at 5 p.m. in the cafeteria. Call Beth Bates at 564-7736 for more information.
- ◆ There has been a **change in the date** for the annual March of Dimes fundraiser, **Walk America**. State employees will walk May 21; not April 16 as was previously reported. Plan now to participate.
- ◆ Reminder: The **elevators should be vacated** during **emergency evacuations**, except for those employees or visitors with disabilities. Everyone possible should use the escalators and stairs.
- ◆ CFC is collecting recipes for a cookbook that will be sold to raise funds for the 1999 **Kentucky Employees Charitable Campaign**. Submit your favorite recipes to Peggy Burch of Technology Services at CHR 5E-B. You may also send them to her by e-mail or fax them to 564-0693. For more information, call Peggy Burch at 564-6478, ext. 3341.
- ◆ The CFC **Vision 2000 Committee** will meet March 24 at 8:30 a.m. in the cafeteria. Everyone interested in working with the committee is invited to attend.
- ◆ **Bowl-A-Thon Update**: CFC had 22 teams bowling for the annual Big Brothers/Big Sisters fundraiser, including one team each from Quality Initiatives, Office of Performance Enhancement, and Office of Technology Services; two teams from Employee Services; four teams each from Family Support and Child Support, and nine teams from Disability Determination Services. CHS teams from the Office of the Inspector General, Medicaid, and Public Health raised \$1365.70. Thanks to everyone who participated.

Pipeline, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for *Pipeline* are due by 4:30 p.m. Tuesday; items for intercom announcements are due by 4:30 p.m. Monday. Call (502) 564-6786 or send information to Patricia Loman at Patricia.Boler@mail.state.ky.us.